



City of Torrance – Police Department Volunteer

Title: Police Department Volunteer

Location: Torrance Police Department

Position Overview and Impact:

The Torrance Police Department mission is to preserve public safety and quality of life with the City of Torrance, to respond effectively to the changing needs of the community, and to promote mutual respect between the Police Department and the people we serve.

The Torrance Police Department Volunteer Program was established in August of 1992. Volunteers provide services to various groups within the Police Department, including records, traffic, and Neighborhood Watch as well as services to community events.

Key Responsibilities:

- Administrative (clerical) support
- Data input
- Receptionist activities
- Community Relations support in Police Community Centers
- Numerous special projects
- Recordkeeping
- Neighborhood Watch Program support

Requirements:

- No experience necessary, we will train!
- Must be 18 years of age or older.
- Must pass personal background checks through the Department of Justice system.

Training and Support:

Training provided.

Time Commitment:

Variable hours arranged according to your schedule and department needs.

Benefits of Volunteering:

The Police Department offers an opportunity to learn more about the mission and activities of the Torrance Police Department. Be an instrumental part of our mission by extending our services through this volunteer opportunity.

Contact Person:

Torrance Police Department Volunteer Coordinator Keith Montoya
at KMontoya@TorranceCA.Gov.

Selection Process:

Apply online at
<https://www.volgistics.com/ex/portal.dll/ap?AP=671916624>, select Police Department Volunteer as your assignment preference. Please provide specific information regarding your skills and experience in the application form.